

how to organize a workshop

PRE-PLANNING

- A committee or group discusses
- needs of participants (taking into account evaluations and suggestions from any previous workshops),
 - overall purpose of the workshop,
 - asks for volunteers for workshop planning group,
 - distributes any reading assignments to stimulate planning ideas (see reference to Conference Planning on last page).
 - a tentative date (to be fixed no less than three months ahead).

- check parking, public transportation, baby-sitting space, possible rent.

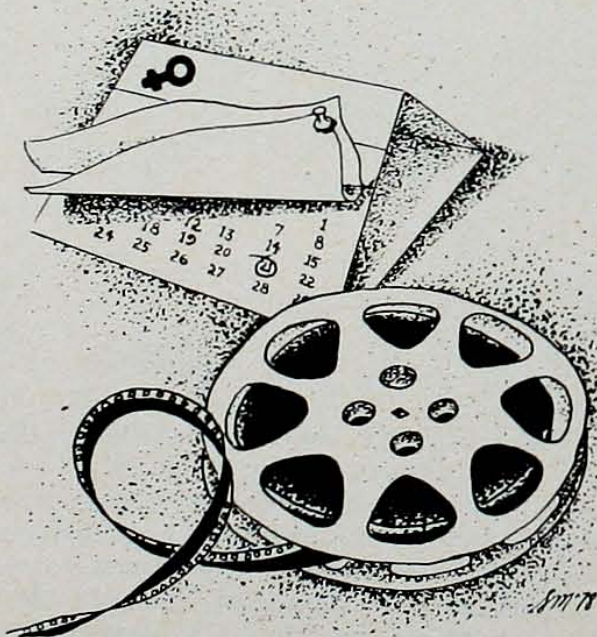
Brainstorm and reach a preliminary outline on the following:

5. **The format of sessions**
6. **People to invite**
 - who is the workshop designed for?
 - how are they to be reached?
7. **People to help**
 - need a speaker, facilitator, resource people, buzz leaders?
 - assign responsibility for inviting any key persons. If resource people are asked for a lot of input and time, consult with them first.
8. **Resources**
 - preview for selection films, slides, tapes, posters, books, pamphlets,
 - assign responsibility for booking films in great demand and for ordering books and pamphlets.
9. **Time-table for organization**
 - draw up a projected time-table with deadlines for each stage of planning and implementing.
 - include the time schedule for publicity.
10. **Budget**

STAGE I

DECISIONS

1. **Goal (s)**
 - what are we really trying to accomplish?
2. **Name for Workshop**
3. **Date and Time**
 - check all other local events and regular meetings.
4. **Place**
 - assign responsibility for finding and booking at once,



STAGE II

1. **Format of sessions:**
 - decide on activities for each part of the day,
 - draft time-table for the day,
 - assign tasks to individuals,
 - draft any materials, e.g. instructions to buzz group leaders, questionnaires for participants,
2. **Publicity**
 - design notices, flyers
 - list all groups of people to reach.
 - outline publicity mechanisms within the organization and follow-up,
 - (a) put in writing to each committee, expectations of who shall attend,